

## CODE ENFORCEMENT POLICY #3-1

September 1, 1991

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: ANNUAL STRUCTURAL REVIEW OF PARKING STRUCTURES

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

In response to a growing concern over the structural integrity of parking structures as they experience deterioration, annual structural reviews are now necessary. For purposes of this required review, a parking structure is defined as a building or structure, or part thereof, in which a structural level (other than a slab-on-grade) is used primarily for parking of motor vehicles. It is the intent to apply requirements to parking ramps and not to repair garages and other similar structures with basements.

This review will be enforced during the Certificate of Occupancy renewal inspection. **NOTE: PARKING STRUCTURES UP TO AND INCLUDING FIVE YEARS OF AGE DO NOT REQUIRE A REVIEW UNDER THIS PROGRAM.** Allow 60 days for submittal of the review.

The storage checklist should be completed for all buildings used for parking or storing of vehicles. Once the inspector checks the box on the storage checklist requiring the annual review, the order is included in the letter to the owner. Also, the Parking Structure Review enclosure (PS1) is included with the letter. Clerical staff will send a referral to Frank Berg, City Structural Engineer, informing him of our order. The owner must notify the Fire Prevention Division of his recommendations for issuance of the Certificate of Occupancy after reviewing the report. After receiving Frank's recommendations, the Fire Prevention Division will determine whether the Certificate of Occupancy will be issued.

ejd

cc: Gary Trudeau, Cindy Menten

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